

Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Audit Accounting



Objective

To provide the LIE/FSR/Superuser with steps on how to review data entries in an accounting submitted by the Fiduciary



Audience

User: LIE, FSR, and other Superusers

Prerequisite

The Fiduciary has submitted an accounting.

Instructions

1. Access **FAST Salesforce Landing Homepage**

The screenshot displays the FAST Salesforce interface. At the top, there is a search bar with the text "Search Accountings and more...". Below the search bar, the navigation menu includes "FAST", "Accountings", and "Reports". The main content area is titled "Accountings" and "Recently Viewed". It shows a list of 8 items, with the first four items visible:

Accounting Name
1 Training Accounting 4-1-2020 4-29-2020
2 Jason Bourne 4-1-2020 7-10-2020
3 Abraham Lincoln 4-1-2020 6-1-2020
4 Abraham Lincoln 4-1-2020 6-2-2020

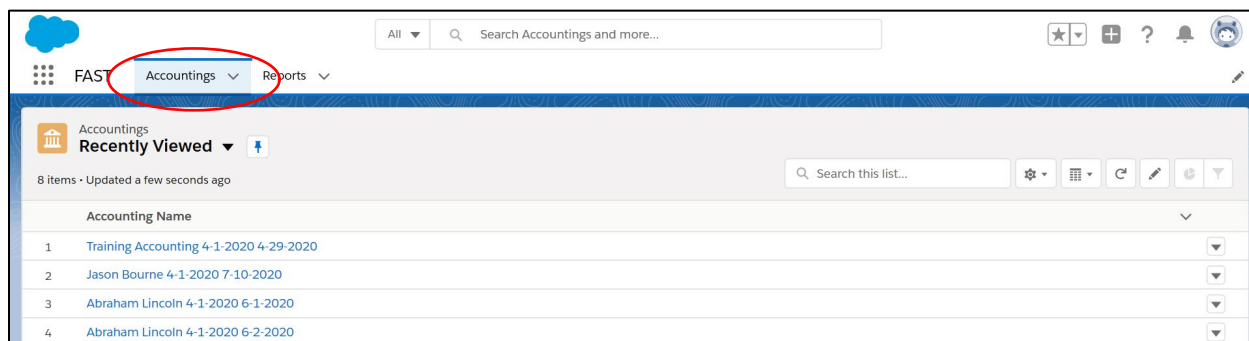


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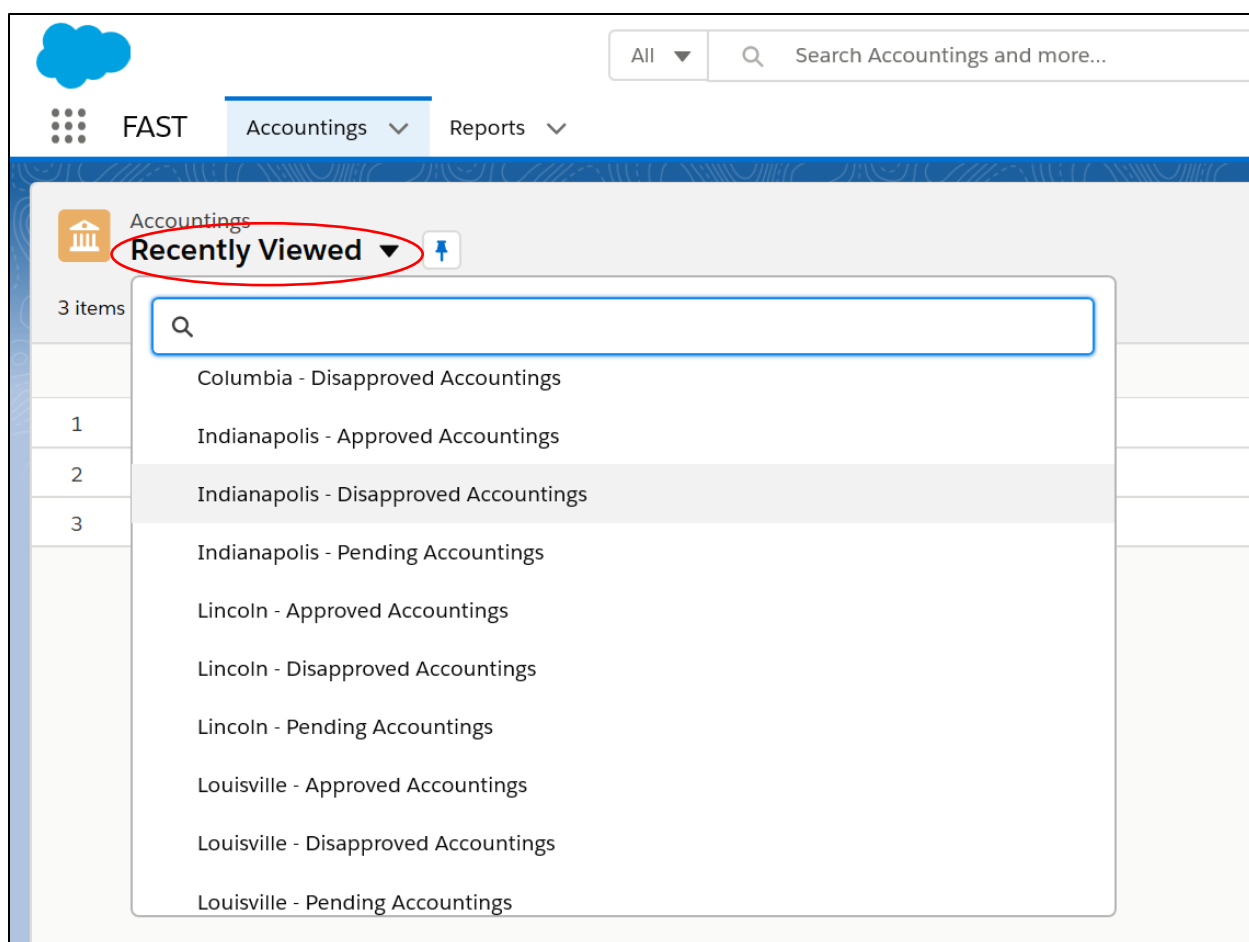
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2. Click on the **Accountings** tab



3. Select the appropriate listview



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4. Click the **accounting name** that was assigned

Accounting ...	Created Date	Fiduciary User	VA File ...	VA Fiduci...	Name of Bene...	Start D...	End Date	Reviewer	Status
1 Abraham Lincoln 4...	4/1/2020 9:32 AM	FAST Fiduciary User	C-232323233	Louisville 327	Abraham Lincoln	4/1/2020	6/1/2020		Approved - Final A...
2 Abraham Lincoln 4...	4/1/2020 9:51 AM	FAST Fiduciary User	C-232323233	Louisville 327	Abraham Lincoln	4/1/2020	6/2/2020		Draft
3 Jason Bourne 4-1-...	4/1/2020 10:24 AM	FAST Fiduciary User	C-23434343	Milwaukee 330	Jason Bourne	4/1/2020	7/10/2020		Submitted
4 QA Test 3-5-2020 ...	3/31/2020 12:47 ...	FAST Fiduciary User	C-766554983	Columbia 319	QA Test	3/5/2020	3/13/2021		Draft
5 Smoke 330 10-16-...	3/30/2020 6:21 PM	FAST Fiduciary User	C-33033033	Columbia 319	Smoke 330	10/16/2019	10/16/2020		Draft
6 Smoke 330 8-15-2...	3/30/2020 6:11 PM	FAST Fiduciary User	C-33033033	Columbia 319	Smoke 330	8/15/2019	9/22/2019	FAST LIE Us...	Under Review

5. Click the **pencil icon** next to Reviewer field

Accounting
Jason Bourne 4-1-2020 7-10-2020

Approve Return for Revisions Disapprove Waive

Name of Beneficiary	VA Fiduciary Hub	Start Date	End Date	Total Funds Under Management	Total Assets
Jason Bourne	Milwaukee 330	4/1/2020	7/10/2020	\$60.00	\$60.00

Details

Review Information

Status: Submitted

Reviewer: [Pencil icon] Revisions Requested: 0

Veteran: [Pencil icon]

Files (0)

Upload Files

Approval History (0)



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6. Type LIE's name into the **Reviewer** field

The screenshot shows the 'Details' page of the FAST application. The 'Review Information' section is expanded, showing the 'Status' as 'Under Review' and a note that 'This field is calculated upon save'. To the right, there is a 'Revisions Requested' section with a rich text editor containing the text 'Salesforce Sans' and '12'. Below this, the 'Reviewer' field is highlighted with a red oval and contains the text 'Test LIE User'. At the bottom of the form, there are 'Cancel' and 'Save' buttons.

7. Click **Save**

This screenshot is a closer view of the bottom portion of the form. The 'Reviewer' field still contains 'Test LIE User'. The 'Save' button is highlighted with a red oval, indicating the next step in the process.



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8. Verify Details Section

The screenshot shows the FAST interface for an accounting entry. The 'Details' section is highlighted with a red box and contains the following information:

Review Information	
Status	Submitted
Reviewer	Veteran
Additional Remarks	
Revisions Requested	

9. Verify Money Received Section. The LIE/FSR/Superuser should verify the section by opening financial statements and other records in unison with the accounting line items for review. Click each line item (MR – 4 digits) for additional details.

The screenshot shows the FAST interface for an accounting entry. The 'Money Received' section is highlighted with a red box and contains the following table:

Income Type	Total Received	Deactivate	Income Item #
VA Retroactive or Lump ...	\$12.00	<input type="checkbox"/>	MR-0002
Amount Received from VA	\$1.00	<input type="checkbox"/>	MR-0003
Interest Earned on Depo...	\$12.00	<input type="checkbox"/>	MR-0004



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10. Verify Money Spent Section. The LIE/FSR/Superuser should verify the section by opening financial statements and other records in unison with the accounting line items for review. Click each line item (MS – 4 digits) for additional details.

The screenshot displays the FAST web application interface. At the top, there is a search bar and navigation tabs for 'FAST', 'Accountings', and 'Reports'. Below the navigation, a table lists accountings, with one entry 'Interest Earned on Depo...' showing a value of \$12.00 and item number MR-0004. A red box highlights the 'Money Spent (1)' section, which contains a table with the following data:

Expense Type	Total Spent	Deactivate	Expense Item #
Fiduciary Fee	\$1.00	<input type="checkbox"/>	MS-0001

Below the 'Money Spent' section is the 'Assets at the End of the Period (2)' section, which contains a table with the following data:

Asset Type	Amount	Deactivate	Asset Item #
Total Amount of Checkin...	\$12.00	<input type="checkbox"/>	AS-0003
Savings Bonds	\$12.00	<input type="checkbox"/>	AS-0004



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11. **Verify Assets at the End of the Period** Section. The LIE/FSR/Superuser should verify the section by opening financial statements and other records in unison with the accounting line items for review. Click each line item (AS – 4 digits) for additional details.

The screenshot shows the FAST interface with the 'Assets at the End of the Period (2)' section highlighted. The table below shows the data for this section:

Asset Type	Amount	Deactivate	Asset Item #
Total Amount of Checkin...	\$12.00	<input type="checkbox"/>	AS-0003
Savings Bonds	\$12.00	<input type="checkbox"/>	AS-0004

12. **Review files attached.** The LIE/FSR/Superuser should verify the section using the existing protocols. Click the file name to open the file.

The screenshot shows the FAST interface with the 'Files (1)' section highlighted. The table below shows the data for this section:

File Name	Size	Format
Attached File	11KB	docx

Outcome

The LIE/FSR/Superuser has reviewed an accounting by verifying each section of the 4706b Form.

